

State of Connecticut
JOB POSTING

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

DATE: November 11, 2011

CLOSING DATE: November 21, 2011

POSITION: Clinical Nurse Coordinator
POSITION #: 00019799
LOCATION: Newington Office
SCHEDULE: *Week 1: Tuesday, Wednesday, Friday 8:30a – 4p (21 Hours)*
Pass Days: Sunday, Monday, Thursday, and Saturday
Week 2: Monday and Thursday 8:30a – 4p (14 Hours)
Pass Days: Friday, Saturday, Sunday, Tuesday, and Wednesday

HOURS PER PAY PERIOD: Part-Time 35 hours

ELIGIBILITY REQUIREMENTS: **Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.**

EXAMPLES OF DUTIES

Nursing responsibilities are consistent with Clinical Nurse Coordinator job specifications. Provide oversight and coordination of health care needs/services for individuals residing in DDS licensed and ICF certified programs. Delegate medication administration and medical treatments to licensed nurses and non-licensed certified staff. Implement med sanction process. Train/retrain non-licensed staff. Develop and implement plans for continuing care. Insure nursing directives and physician's orders are carried out in a complete and timely manner. Maintain records and provide written reports. Provide nursing services that comply with ICF regulation, DDS policy and regulation and RN Quality Job Performance Standards. Provide nursing input and medical information to interdisciplinary team. Complete and update nursing summaries. Complete infection control and medication reviews. Attend CNC and IDT meetings. Collaborate with community agencies. On call on a rotating basis. BLS and current driver's license. Must possess good writing and communication skills. Computer proficient. Perform other duties as required.

EXPERIENCE & TRAINING

General Experience: Three (3) years of experience as a registered professional nurse.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with individuals with developmental disabilities.

Substitutions Allowed: A Bachelor's Degree in nursing may be substituted for one (1) year of the General Experience. A Master's Degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut. Incumbents in this class may be required to travel.

TO APPLY: Please submit a PLD-1 referencing the position number and provide a copy of two most recent performance appraisals or two letters of reference. All application materials must be received before the close of business on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

**Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 622-4967**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.